

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs, and supervises the operations of the fire department in the capacity of chief engineer and commanding officer; performs related work as required.

Work of this class involves a high degree of skill and responsibility in directing firefighting, life-saving, fire prevention, and administrative activities of the fire department.

Considerable exposure to hazardous conditions is involved. The Fire Chief is required to be on duty or subject to call at all times and is held accountable, as head of the department, to the Governing Authority.

EXAMPLES OF WORK

Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.

Supervises and directs employees engaged in fighting fires, rescuing persons from burning buildings, salvage work during a fire and overhauling after a fire;

Responds to all fire and emergency calls as required;

Supervises and directs the general care, maintenance, and use of all departmental alarm and signaling systems, firefighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property;

Purchases, or recommends the purchase of, equipment and supplies in the manner provided by lawful authority, and keeps such purchases, or recommendations for purchases, within the budget therefor;

Provides for the preparation and supervises the maintenance of departmental records and reports relating to attendance, pay, and status of personnel, use and deterioration of equipment, data on fires, fire prevention inspections; and employee training; furnishes this information to those lawfully entitled thereto;

Investigates the cause, origin, and circumstances of all fires occurring in the city, reporting the facts of any which appear to be the results of an incendiary to the State Fire Marshall as

provided by law;

Directs the inspection of buildings, in the manner and within the limits prescribed by law, for the purpose of determining the existence of conditions hazardous to life and property;

Informs the public of necessity for and methods of civilian cooperation in fire prevention work by means of talks, demonstrations, and the distribution of pertinent literature to schools, church organizations, civic clubs, owners and employees of public and private buildings, institutions, hotels, theaters, etc.;

Sees that employee training is carried on, and arranges periodically for special elementary and advanced training of all employees of the department;

Maintains discipline and promotes peace and harmony in the department;

Delegates sufficient authority to subordinates to permit effective performance of the work of the department;

Keeps posted on modern methods of firefighting work and keeps informed on peculiar local conditions which the department may be called upon to combat in case of fire.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of firefighting principles, practices, and equipment;

Good knowledge of the city's geography, the location of fire hydrants, water mains, and other sources of water supply, and the city's major fire hazards;

Good knowledge of the fire prevention laws and ordinances and of the rules and regulations of the fire department;

Good knowledge of training techniques and practices;

Ability to act effectively in emergencies;

Ability to assign work to subordinates and to maintain discipline and high morale;

Ability to prepare technical and administrative reports of a routine nature;

Ability and willingness to get along with others.

QUALIFICATION REQUIREMENTS

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) consecutive years experience in fire service positions, the last five (5) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full-time positions in a paid municipal fire department, which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work;

Must pass Civil Service examination testing aptitude for beginning work in this class.